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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR

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NUMBER FORTY ONE (2011)

**Continuing Preparedness Initiatives In State Government and  
Affirmation of the Commonwealth of Virginia  
Emergency Operations Plan**

Importance of the Issue

The state government agencies and institutions of higher education of the Commonwealth of Virginia must continue to be prepared for all disasters. It is the responsibility of state government to provide for the well being of the citizens of the Commonwealth and to ensure the continuity of state government operations, including the delivery of essential state governmental services.

It continues to be vitally important that preparedness for all disasters be considered an essential common responsibility that each agency of the Commonwealth, including institutions of higher education, diligently maintains. The continued development and coordination of preparedness initiatives within state government will equip the Commonwealth with the tools necessary to help prevent, respond to, and recover from any disaster. I, therefore, direct that appropriate preparedness initiatives, as prescribed in this executive order, continue to be an essential component of the mission of each executive branch agency, including institutions of higher education, with priority being placed in the following areas:

Preparedness as an Agency Mission

With the obligation to protect the citizens of the Commonwealth as my primary duty, and by the virtue of authority vested in me by Article 5, Sections 1 and 7 of the Constitution of Virginia and by § 44-146.17 of the Code of Virginia, as Governor and Director of Emergency Management, I direct each executive branch agency of the Commonwealth, including institutions of higher education, to continue to include emergency preparedness planning and training as a core competence of their mission. This order affirms the continuing responsibility of each agency

including institutions of higher education, to appoint an Emergency Coordination Officer (ECO) and at least one alternate. Under the guidance of the Emergency Coordination Officer, each agency shall maintain a current Continuity of Operations Plan as well as written Emergency Action Plans so that agencies are well prepared to respond to any disaster with full consideration given to the best interests of the protection of the citizens of the Commonwealth and its infrastructure. The Emergency Coordination Officer shall coordinate with the Department of Emergency Management with regard to Continuity of Operations Plan as well as training, testing and exercising the plan.

### Preparedness Planning

Each executive branch agency, including institutions of higher education, shall continue to include emergency preparedness in its strategic planning and performance management process, pursuant to guidelines promulgated by, and posted on the web site of, the Secretary of Veterans Affairs and Homeland Security. These guidelines will be formulated in collaboration with the Governor's Cabinet, Homeland Security Working Group, the Department of Planning and Budget, and the Department of Emergency Management.

### Preparedness as an Individual Responsibility

Preparedness, as a common good, continues to require executive branch agencies, including institutions of higher education, and their employees, to actively participate in the creation and promotion of a "Culture of Preparedness" within the Commonwealth. Consequently, I continue the directive that all state employees shall complete the prescribed Terrorism and Security Awareness Orientation course within ninety days after commencing state service. I further direct that all executive branch agencies including institutions of higher education ensure that individual training in DHRM-HR Policy - Preventing Workplace Violence is successfully completed by all new employees within ninety days after commencing state service. Both courses are offered online through the Commonwealth of Virginia Knowledge Center website. Additionally, any state employee including institutions of higher education, as authorized by their agency head, shall be permitted to participate in either the "State Safe" Community Emergency Response Team (CERT) training program offered by the Department of Emergency Management or any local CERT training program and participation shall be considered work time up to twenty two hours.

### Emergency Coordination Officers

Under the leadership of the Secretary of Veterans Affairs and Homeland Security, in collaboration with the Virginia Department of Emergency Management and the Department of Human Resources Management, each agency and institution of higher education shall certify that their primary and alternate Emergency Coordination Officers, and any other appropriate personnel specifically designated by the agency head, have completed the appropriate preparedness courses. These courses include FEMA independent study training courses IS-100.b (ICS100), IS-700.a (NIMS) and IS-800 (NRF) and are available through the Secretary of Veterans Affairs and Homeland Security website.

Emergency Coordination Officers shall be responsible for the following duties as they relate to Emergency Operations Planning:

1. Be familiar with the contents of the Commonwealth of Virginia Emergency Operations Plan (COVEOP or “the Plan”) available on the VDEM web site;
2. Prepare and maintain designated parts of the Plan for which the agency is responsible;
3. Prepare and maintain a written internal agency or institution of higher education plan and procedures to fulfill the responsibilities designated in the Plan;
4. Maintain a current roster of agency personnel designated to assist in disaster operations and ensure that personnel on the roster are accessible and available for training, exercises, and activations of the Plan;
5. Develop, adopt, and keep current a written Emergency Action Plan (consisting of building evacuation, shelter in place, active shooter and any other emergency response plans) with respect to executive branch agencies or a Crisis and Emergency Management Plan with respect to institutions of higher education;
6. Ensure that the Emergency Action Plan or Crisis and Emergency Management plan is coordinated with the appropriate local emergency management agency;
7. Coordinate with the Department of Emergency Management and local jurisdiction regarding emergency preparedness, response and recovery plans. Executive branch agencies and institutions of higher education shall be National Incident Management System (NIMS) compliant;
8. Successfully complete either the “State Safe” CERT training program offered by VDEM or a CERT training program offered locally for the purpose of attaining basic emergency response skills and team development;
9. Monitor the Secretary of Veterans Affairs & Homeland Security web site and comply with changes and updates to defined ECO preparedness requirements.

A Continuity of Operations Plan describes how an agency or institution of higher education will continue to provide essential services or perform mission essential functions during a disaster or other event that disrupts normal operations. Continuity of Operation planning is critical to the ability of the Commonwealth to continue to deliver valuable and essential services to its citizens during and immediately after a disaster. Therefore, to provide for consistent and uniform continuity planning, I continue the direction that Emergency Coordination Officers for each executive branch agency, including institutions of higher education, coordinate the following:

1. Utilize the resources available from the Virginia Department of Emergency Management for creating or updating Continuity of Operations Plans;
2. Annually create or update Continuity of Operation Plans to include relevant information and to conform to the most recent template produced by the Virginia Department of Emergency Management;
3. Conduct continuity awareness briefings (or other means of orientation) for all applicable personnel (including host or contractor personnel) on the agency Continuity of Operations Plan within sixty days of hire or placement;

4. Conduct annual training for agency leadership and all key personnel, including host or contractor personnel assigned to activate, support and sustain the Continuity Plan. The training must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession;
5. Maintain a roster of agency personnel consistent with their Continuity of Operations Plan;
6. Executive branch agencies shall conduct an annual test or exercise of the Continuity of Operations Plan that includes alert, notification, and activation procedures for key personnel. Institutions of higher education shall conduct an annual functional exercise in accordance with Virginia Code § 23-9.2:9;
7. Complete an After Action Report (AAR) within three months of a Continuity Plan test, exercise, or actual event, and monitor the correction of identified deficiencies. These deficiencies shall also be corrected in a reasonable time frame as resources allow.

#### Assessing Continuity of Operations Plans

The process of creating or updating Continuity of Operations Plans shall be completed by each agency including institutions of higher education by April 1<sup>st</sup> of each year, with an electronic copy sent to the Virginia Department of Emergency Management. The Secretary of Veterans Affairs and Homeland Security, in consultation with the Virginia Department of Emergency Management, is authorized to review executive branch agencies' including institutions of higher education's Continuity of Operations Plans by October 31<sup>st</sup> each year.

A report on the status of the Commonwealth's executive branch agency's Continuity of Operations Plans, prepared by the Secretary of Veterans Affairs and Homeland Security in collaboration with the Virginia Department of Emergency Management, will be due to me annually by no later than December 31<sup>st</sup> of each year.

#### Annual Preparedness Assessment

I continue to authorize the Secretary of Veterans Affairs and Homeland Security in collaboration with any other executive branch agency deemed to be appropriate, to create, devise, and disseminate an annual preparedness assessment for executive branch agencies as well as an assessment for institutions of higher education in order gauge the overall level of preparedness in the following major areas of emphasis; physical security, continuity of operations planning, information technology security, document protection, human resources preparedness, training, and interoperable communications. The purpose of conducting such assessments shall be to identify deficiencies in these major preparedness areas of emphasis and to devise solutions to address those areas of needed improvement.

All executive branch agencies and institutions of higher education, through their Emergency Coordination Officer, shall complete their respective annual preparedness assessment by October 31<sup>st</sup> of each year. The Secretary of Veterans Affairs and Homeland Security will provide a report summarizing the results of the assessments to include areas of strength as well as areas in need of improvement to me by December 31<sup>st</sup> of each year.

### Governor's Certification Program

The Secretary of Veterans Affairs and Homeland Security is to continue to certify whether or not each agency, through their Emergency Coordination Officer, has annually updated all of its emergency plans and procedures in all appropriate respects. I continue the authorization to the Secretary of Veterans Affairs and Homeland Security, in collaboration with any other executive branch agency deemed to be appropriate, to design, modify and administer the criteria for a Governor's Preparedness Certification Program designed to recognize those agencies and institutions of higher education that represent exemplary preparedness initiatives among state government.

### Commonwealth of Virginia Emergency Operations Plan

Furthermore, by virtue of the authority vested in me by Section 44-146.17 of the Code of Virginia as Governor and as Director of Emergency Management, I hereby affirm the Commonwealth of Virginia Emergency Operations Plan ("the Plan") 2007 as updated by the Department of Emergency Management in April of 2011. The Plan provides for state government's response to emergencies and disaster wherein assistance is needed by affected local governments in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan is developed in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended), the National Incident Management System as implemented in the National Response Framework (2008), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) along with its implementing regulations.

The State Coordinator of Emergency Management, on behalf of the Governor, is hereby authorized to activate the Commonwealth of Virginia Emergency Operations Center ("Virginia EOC") in order to direct and control state government emergency operations. Augmentation of the Virginia EOC shall constitute implementation of the Plan.

Furthermore, the State Coordinator of Emergency Management is hereby authorized, in coordination with the Governor's Office, to amend the Plan as necessary in order to achieve the Preparedness Goals and Initiatives of the Nation and this Commonwealth and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended).

### Effective Date of the Executive Order

This Executive Order rescinds and replaces Executive Order Number Forty-Four (44) issued on January 12, 2007, by Governor Tim Kaine. Additionally, Executive Order Number Sixty (60) issued on December 21, 2007, by Governor Tim Kaine is also rescinded to the extent it establishes and assigns duties to agencies and colleges and universities related to the emergency coordination officer.

This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.

Given under my hand and the Seal of the Commonwealth of Virginia this 30th day of September, 2011.

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Robert F. McDonnell, Governor

Attest:

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Secretary of the Commonwealth